



Dept. of Health Employment Opportunity

Department of Health ♦ Personnel Office ♦ 1250 Punchbowl St., Room 122 ♦ Honolulu, HI 96813

Opening Date: August 15, 2004

LAST DAY TO FILE APPLICATIONS: CONTINUOUS UNTIL NEEDS ARE MET

ACCOUNTANT II & III - Recruit No. 04X048

Ewa & Manoa – Kahala, Oahu

\$2,670 & \$2,886(SR-18 & SR-20) per month

Permanent & Temporary Not-to-Exceed June 30, 2005 positions

Hawaii Residency Required

◆ **JOB DUTIES**

Position with the Child & Adolescent Mental Health Division, Manoa–Kahala, Temporary, is responsible for the preparation/maintenance of all accounting records relating to fiscal transactions of services provided, utilizing prescribed procedures which are in accordance with accepted accounting principles and in conformance to State & Federal regulations and guidelines.

Position with the Alcohol & Drug Abuse Division, Ewa, Permanent, is responsible for fiscal monitoring of all division contracts (state and federally funded); reviewing monthly invoices for accuracy, annual reports and audit reports of contracted agencies; and making recommendations on follow-up actions.

Qualification Summary

You Must Have:

1. a bachelor's degree; and
2. 6 months - 1 ½ years accounting experience.

Allowable substitutions for these requirements are described in the *Minimum Qualification Requirements*.

◆ **MINIMUM QUALIFICATION REQUIREMENTS**

To qualify, you must meet *all* of the following requirements. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.

1. **Basic Education Requirement:** Bachelor's degree from an accredited four (4) year college or university with at least 12 semester credit hours in accounting and/or auditing subjects.
2. **Experience Requirements:** For the II level, six (6) months and for the III level, one and one half (1 ½) years of progressively responsible professional accounting or auditing experience which may have included teaching accounting at the university level.
3. **Non-Qualifying Experience:** Experience in such positions as the following will not be accepted as qualifying professional experience: 1) bookkeeper or minor accounting or clerical positions; 2) accounting or bookkeeping machine operators; 3) such positions as those of office managers or owners of business who supervise accountants, auditors or bookkeepers, but do not participate in the accounting or auditing work with responsibility for its technical adequacy; and 4) positions concerned with taxation matters not requiring the application of generally accepted accounting and auditing principles.

(See Information on Back)
"An Equal Opportunity Employer"

4. **Substitutions Allowed:**

Substitution of Experience for Education: The following types of experience may be substituted for education on a year-for-year basis:

- A. Professional, analytical, or administrative experience which did not require the knowledge and application of accounting and/or auditing principles and practices, may be substituted for the Education Requirement on a year-for-year basis providing the applicant can show that he/she has successfully completed at least 12 semester credit hours at the baccalaureate level in accounting and/or auditing subjects from an accredited college or university.
- B. Professional accounting or auditing experience.
- C. Responsible experience which involved maintaining general journals and general ledger accounts and related books and accounts, and preparing balance sheets and profit and loss statements and related accounting and financial reports. Experience of this nature may be gained by performing duties as a principal bookkeeper, or other responsible work requiring the preparation and/or analysis of financial statements and accounting reports.
- D. Any combination of the above.

Applicants who have not successfully completed 12 semester credit hours, at the baccalaureate level, in accounting and/or auditing subjects from an accredited college or university will be required to qualify on a written test on accounting principles, theories and practices. This is in addition to any other test required for the class.

Substitution of Education for Experience:

- A. Possession of a bachelor's degree from an accredited college or university with a minimum of 24 semester credit hours in accounting subjects may be substituted for one-half (1/2) year of Accounting Experience.
- B. Possession of a master's degree in accounting or a master's degree with equivalent accounting course work from an accredited college or university may be substituted for one and one-half (1 ½) years of Accounting Experience.
- C. Applicants who possess a valid Hawaii Certified Public Accountant (CPA) Certificate or equivalent, will be deemed to have met the Basic Education and Accounting Experience Requirements for at least the class Accountant III. A review of all of the applicant's education and experience is required in order to determine whether an applicant qualifies for higher levels.

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Honolulu, HI 96813.

File applications immediately. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file applications. For recruitments indicating Continuous Recruitment Until Needs Are Met, the last day to file applications will be posted in our office.

REQUIRED FORMS AND DOCUMENTATION: You must submit the following forms and documentation **together with your application** or your application may be rejected:

1. Evidence of the appropriate training (official transcript or diploma to verify major) to be given credit for education. A legible photocopy will be accepted; however, the Department of Health reserves the right to request an official copy of your transcript.
2. Copy of any license or registration required to qualify you for the position.

QUALITY OF EXPERIENCE: Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate your average number of hours worked per week.

We will not withhold the referral of names of eligibles for employment consideration because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, and other public employment requirements for State Civil Service employment.

The names of applicants will be referred based on their examination grade and availability for employment. The employing agency may select **any one** of the eligibles referred. The names of those not selected will be kept on an eligible list for no less than the period indicated on the eligible's notice of examination results and eligibility card.

CITIZENSHIP REQUIREMENT: You must be a citizen, permanent resident alien, or national of the United States; however, if you are a non-citizen with employment authorization from the U.S. Immigration & Naturalization Service, you may also apply.

RESIDENCE REQUIREMENT: You must be a legal resident of the State of Hawaii at the time of application. If there is a question regarding your residence status, it is your responsibility to provide documentary evidence of abandonment of your previous residence and/or establishment of Hawaii residence, i.e. filing State income tax returns as a resident of Hawaii, registering to vote in Hawaii's elections, and so on. A residency information sheet is available upon request.

VETERANS' PREFERENCE: If you are claiming the 5 or 10 points Veterans' Preference you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination. For certain job categories, applicants may be referred to a State-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations shall be borne by the applicant and not the State of Hawaii.

EXAMINATION: The examination for this recruitment will be conducted on an unassembled basis where the examination score is based on an evaluation and rating of your education and experience. It is therefore important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held. If you are required to report for a written, oral and/or performance test, you will be notified at a later date of the time and place of the examination.

If you must take an examination but require special accommodation, please call the Recruitment and Examination office at 586-4517 as soon as possible. We will design a fair and effective way in which you can demonstrate your ability to perform the essential functions of this job. You should be prepared to provide medical proof of your need for accommodation by a professional who is qualified to make a diagnosis.

NOTIFICATION: You will be notified, in writing, of your employment eligibility.

ADMINISTRATIVE REVIEW AND APPEAL:

Administrative Review: If you do not agree with an action taken on your application, you should **FIRST** request an administrative review with the Department of Health. This must be done within 7 calendar days following the date your notice was sent. Requests must be made, in writing, to the Department of Health at the address listed on the front of this announcement. Your letter requesting the administrative review must include 1) the job title(s), recruitment number(s), and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request. **If you do not submit your request within the seven day limit, no administrative review will be conducted.**

Appeal: If you do not agree with the administrative review decision or action taken by the Department of Health, you may appeal to the State Merit Appeals Board within 20 days from the date your notice was sent. Appeals to the Board must be in writing and sent to: State Merit Appeals Board, c/o Director, Department of Human Resources Development, 235 S. Beretania St., Suite 1400, Honolulu, HI 96813-2437.

A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment.

FILING AN ADMINISTRATIVE REVIEW **BEFORE** REQUESTING AN APPEAL WILL EXPEDITE THE REVIEW PROCESS.

EMPLOYMENT INTERVIEW RESUME: Please take a copy of your State application and/or resume to employment interviews. We suggest you make a copy of your application before turning in the original.